

KINNARD MEDIATION CENTER
UNITED STATES COURT OF APPEALS
 ELEVENTH JUDICIAL CIRCUIT

Position Title:	ADMINISTRATIVE MANAGER
Opening Date:	July 7, 2011
Closing Date:	July 29, 2011 (or until filled)
Developmental Salary Range:	(CL 26-27) \$43,664-\$59,987
Full Performance Salary Potential:	(CL 26-27) \$71,005-\$77,981

The Kinnard Mediation Center (KMC), which conducts mediation in civil appeals, has a position open for **Administrative Manager**. The position is located in Atlanta, Georgia. The incumbent will perform administrative, operational, and supervision functions for the mediation court unit.

You may apply by mailing your résumé and a cover letter outlining your relevant skills and experience to Human Resources Manager, United States Court of Appeals for the Eleventh Judicial Circuit, 56 Forsyth Street, NW, Atlanta, Georgia 30303. Applications will be accepted through July 29, 2011, or until the position is filled. This announcement is also posted on the Internet at <www.ca11.uscourts.gov> and will be removed when the position is filled. The person selected for this position will be required to undergo a background check.

Representative Duties:

- Assists court unit executive in designing, developing, implementing, evaluating, modifying, and supporting the court's mediation program.
- Conducts research, analyzes needs and data, and develops a variety of operational, statistical, and organizational reports for unit executive, judicial officers, and the Administrative Office of the U.S. Courts (AO).
- Drafts guidelines, instructions, protocols, procedures, notices to attorneys, texts for court unit's public web pages, and other communications.
- Assists court unit executive in developing and justifying court unit's budget requirements and executing approved budgets.
- Develops financial internal controls to protect and properly use assets, resources, and sensitive information and to protect staff from making mistakes..
- Ensures adherence to internal controls and judiciary's policies on budget management practices, financial management, procurement, property management, human resources, and information systems and security.
- Acts as leave-approving officer for staff, and monitors and records staff's attendance and leave hours in a bi-weekly report to the court's payroll certifying officer.
- Advises and assists court unit executive in personnel matters, including conducting job analyses and developing and updating position descriptions.
- Designs, develops, and implements mediation processing procedures within the court unit, and coordinates them with appeals processing in the clerk's office.
- Designs and initiates appropriate and efficient means of accomplishing task assignments and enhancing overall capability and productivity.
- Designs, develops, and maintains system of form notices of mediation for use by administrative assistants.
- Develops KMC brief extension requirements, instructions to counsel, and processing procedures and assures that counsel's request meets the requirements necessary to obtain an extension.
- Creates control records, spreadsheets, and databases for the purpose of tracking mediation data and statistics.
- Specifies modifications and collaborates with court's and AO's information technology staff to adapt the mediation docket in the national courts case management system to meet the needs of the KMC.

- Responds to requests from counsel regarding mediation objectives, procedures, schedules, brief extensions, and dismissals.
- Provides administrative and technical supervision, training, and guidance to administrative assistants who assist in developing the mediation calendars of the circuit mediators, issuing notices of mediation to counsel, entering data into the mediation docket and database, monitoring terminations of program appeals, and coordinating brief extensions.
- Plans and assigns their work and priorities, and ensures performance qualities and time schedules are met.
- Performs edits and corrective actions to ensure the accuracy of data, files, and records.

Required Competencies (Knowledge, Skills, and Abilities):

- A minimum of six years relevant experience in an executive office environment that dealt with law-related matters and required personal and professional integrity, initiative, and comprehensive knowledge of and ability to use legal terminology.
- Knowledge of internal controls and the judiciary's policies regarding responsibilities, and skill in interpreting and applying them to court unit operations, including those related to the federal judiciary budget, finances, travel, procurement, property management, and personnel guidelines and policies. Knowledge of the *Rules of the United States Court of Appeals for the Eleventh Judicial Circuit*. Knowledge of court culture and organizational dynamics. Knowledge of the organization, operations, policies, and procedures within the court unit. Knowledge of legal terminology and documents and of administrative principles, practices, methods, and techniques in a legal environment. Ability to work independently, and under deadlines, with numerous concurrent responsibilities. Ability to prioritize and manage work consistent with the needs of the court and court unit and to deliver quality work products and services. Skill in gathering, researching, and analyzing data, extracting information from databases, and designing statistical reports. Skill in recognizing trends and developing recommendations that address issues identified. Skill in researching, analyzing, and resolving administrative and operational problems.
- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court and mediation confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment. Ability to handle confidential information in a variety of contexts.
- Skill and ability to communicate effectively, both orally and in writing, at a professional level. Skill and ability to listen and quickly understand and assess information, ideas, and interpersonal dynamics. Ability to interact professionally, effectively, and appropriately with federal judges, court personnel, attorneys, and members of the community. Skill in resolving difficulties while complying with regulations, rules, and procedures. Ability to relay complex information and policies simply and effectively to individuals with varying levels of understanding. Skill in facilitating discussions regarding administrative and operational issues.
- Knowledge of current information technology applications and capabilities (particularly word processing, spreadsheet, database, and case management applications) and skill in using and adapting them to court unit needs.

Job Qualification Standards**CL-26 and CL-27**

Two years specialized experience, including at least one year equivalent to work at the CL-25. For placement at salary levels above minimum up to and including step 25 (considering court-preferred skills and an evaluation of quality of experience), at least two years specialized experience equivalent to work at CL-25.

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP) and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee; however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program, which includes (1) a Premium Payment Plan that offers employees the choice of having health insurance premiums deducted from their pay, either pre-taxes or after-taxes, and (2) a Flexible Spending Account that allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program that covers such benefits as community based care, nursing home care, hospice care, and care-giver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Employees contribute 6.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 6.45%, 4.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

(revised 01/2011)